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Security Information

OFFICE OF TRAINING

NOTICE
NO. 13-53

20 April 1953

SUBJECT: Career Designations

1. At its March meeting, the CIA Career Service Board considered the problem of specifically identifying each career employee with that component of the Agency responsible for his career planning.

2. The CIA Board concluded that career planning should be developed in relation to major areas of operational and support responsibility within the Agency and has identified twenty-one components which offer career opportunity for professional specialization. These components, together with corresponding Career Designation code, are set forth on the attached list.

3. Effective not later than 1 May 1953, the Assistant Director for Personnel will assign a career designation to each new career employee as he enters on duty. In addition, the AD/P will officially record the Career Designations of all career employees on-duty as of a date to be determined, and has been made responsible to insure that each career employee is informed of his current Career Designation.

4. The Agency Career Service Board has decided as a matter of policy that:

a. In making the initial Career Designation, an individual shall be assigned to his present Office Career Service Board if he expresses a desire to continue under its jurisdiction and is acceptable to his Office Board; and

b. A request for change in Career Designation may be initiated by any career employee and shall be forwarded by his Career Service Board, with comment, through the Assistant Director for Personnel, to the appropriate Career Service Board for its consideration.

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5. Since promulgation of the Career Service Program in June 1952, the Office of Training Career Service Board has considered its primary objective to be career planning for progressive development of all permanent members of the staff of OTR. Toward that objective, there now are being compiled, for approval of the OTR/CSB, career development programs for individual members of the OTR staff. These programs incorporate the self-analysis and aspirations of individuals and the considered judgment of supervisors and reviewing officers as reflected in the Personnel Evaluation Reports and must be so scheduled as not to conflict with operating responsibilities of OTR. I believe that our contribution toward accomplishment of the total Agency mission is a significant one, and I am certain that for most of us, OTR offers real opportunity for a progressive career in the Agency.

6. A Career Designation is principally an administrative device to assure that each career employee is under the active cognizance of one of the Office Career Service Boards. It may be changed from time to time in response to request of an individual or the needs of the service. Some of you may desire that planning your career become the responsibility of another of the organizational components on the attached list. If so, your memorandum request for change in Career Designation should be forwarded through normal channels, with comment, to the OTR/CSB, Room 1024 Ely Building. Your current Career Designation will be recorded initially as "CD-TR" unless a request for change in Career Designation has been received by not later than 15 May 1953.


MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

Attachments:

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